



POLICY GUIDELINES FOR DISABILITY SUPPORT

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G-75: POLICY GUIDELINES FOR DISABILITY SUPPORT

Amity University, in accordance with the Rights of Persons with Disabilities Act of 2016 (RPWD Act) and the directives of the University Grants Commission (UGC), is committed to creating a fully inclusive and accessible learning environment for Divyangjan (persons with disabilities). This policy outlines the university's comprehensive approach to ensuring equal opportunities and promoting the full participation of Divyangjan students and staff in all aspects of university life.

1. Short Title and Scope

- The policy may be called Amity University Kolkata Policy for Disability Support.
- This policy extends to all students, faculty, staff members, and visitors, ensuring an inclusive environment.
- It covers all aspects of university life, including:
 - Admissions process
 - Academic programs and course delivery
 - Examinations and evaluation
 - Support services
 - Infrastructure and facilities
 - Library and other learning resources
 - Extracurricular activities and events

2. OBJECTIVES OF THE POLICY

- To create an Inclusive Culture to avoid discrimination, exploitation and exclusion of disabled Students and Staff from all spheres of work and education.
- To provide accessible infrastructure and learning resources to ensure barrier-free movement and participation.
- To establish a robust support system for academic and personal development of Divyangjan students.
- To promote awareness and sensitivity towards disability issues within the university community.
- To create a suitable regulatory mechanism for the effective delivery of services to disabled students and staff of the institute.
- To ensure implementation of all legislations for persons with disabilities.

3. Definitions

- **Divyangjan**- As defined by the RPWD Act 2016, a person with a long-term physical, intellectual or mental impairment which hinders their full and effective participation in society on an equal basis with others.
- **Disability**- A physical, sensory, intellectual, or mental impairment that substantially limits one or more major life activities. It encompasses a diverse array of physical and mental impairments, including but not limited to mobility, eyesight, and hearing difficulties.

Additionally, it encompasses invisible disabilities such as psychological and emotional disorders, learning disabilities, heart disease, diabetes, asthma, arthritis, epilepsy, acquired brain injuries (ABI), and acquired immune deficiency syndrome (AIDS). Furthermore, disabilities resulting from chronic illnesses and syndromes are also included within this term. Given the wide range of impairments, there exist various types and degrees of limitations, necessitating accommodations that cater to these differences and the specific needs of everyone.

- **Qualified Person with disability:** an individual with disability who meets the academic and technical standards for admission to their chosen program at Amity University, Kolkata and can perform the essential functions of their program or role (student or staff) with or without reasonable accommodations provided by the university.

4. Responsibilities of students with Disabilities

It is mandatory for students with disabilities to furnish the required documents to the Head of Institution.

- New students are recommended to disclose their disabilities at the time of admission.
- All new and returning students must submit their request to their respective Head of Institution at the beginning of the semester.
- Students who experience a permanent or temporary disability and students whose health condition significantly changes during their time at the University should contact their Head of Institution as soon as possible.

5. Procedure to request for support

- Students with disabilities must submit necessary documentation to the Head of Institution.
- The Head of Institution will forward the request to the Dean, Student Welfare, who will present it to a committee.
- The composition of the committee is as follows:
 - Chair: Dean or Head of Institution,
 - Members (up to two): Deans or Heads of Institutions
 - Members (two): Senior Faculty
 - Member Secretary: Dean of Student Welfare
- The committee will review the request, verify the student's disability if necessary, and recommend approval to the Vice Chancellor.
- After approval, the relevant department must process the request within 10 days. The committee will inform the student of the decision within 10 working days.

Appeal Process

Students can appeal decisions they disagree with.

- Appeals must be in writing, stating reasons, and sent to the Dean of Student Welfare within 10 working days.
- Within 15 working days of receiving the appeal, the Dean of Student Welfare will review it,

request information if needed, and make a recommendation to the Vice Chancellor.

- The Vice Chancellor will make the final decision within 15 working days of receiving the Dean of Student Welfare's recommendation.

6. Functions of the committee

This committee will play a crucial role in guiding and supporting students with disabilities throughout their academic journey. The major functions include:

- To develop and implement strategies that promote inclusivity and accessibility for students with disabilities.
- Guide and counsel students with disabilities for better job opportunities
- Provide scholarships and fee concessions to encourage education
- Assess the needs of disabled students regularly.
- To conduct awareness programs addressing disability issues within the university community
- To address issues faced by persons with disability resolve the grievances.

7. Confidentiality of Medical Information

Maintaining medical information confidentially is of utmost importance.

- It is imperative to keep these records separate from regular student records. The Institution will retain the medical records in the students' dossier, ensuring that they are secure and accessible only to authorized personnel.
- To respect the privacy of the students, the diagnosis of their medical condition or details of their treatment will not be disclosed to anyone unless the student chooses to share it themselves. Nevertheless, the information must still be kept confidential.

8. Accommodations

To ensure disabled friendly, barrier free environment, facilities available at the university are:

- All buildings, library and administrative blocks shall be connected through ramps
- elevators
- A system of textured pavement surfaces called tactile paving is designed to help visually impaired pedestrians
- Wheelchairs
- Signage: display boards/sign posts
- Extra time to reach class
- Accessible restrooms
- designated parking spaces
- Central library equipped with assistive technologies.

Amendment 1:

According to the notifications issued by UGC on 25-08-2023, 19-01-2024 and 08-03-2024, the policy document for disability support has been amended to ensure compliance with current legislation and best practices. These amendments are related to the accessibility guidelines and standards for HEIs and universities.

Point 6: Functions of committee:

In continuation to the list, the committee will also:

- Evaluate the academic requirements of students with disabilities in higher education to identify the specific needs and challenges faced by these students and provide tailored assistance and accommodations.
- Develop teacher awareness programs
 - To enhance the understanding and knowledge of faculty members regarding the needs of students with disabilities.
 - To equip teachers with the necessary skills and strategies to make appropriate adjustments in their teaching methods, evaluation procedures, and other aspects of student education. By promoting teacher awareness and understanding, the support center aims to create an inclusive and supportive learning environment for students with disabilities.

Point 7: Accommodations:

To ensure that students with disabilities have reasonable accommodations that enable them to fully participate in educational programs, activities, and services offered by the university; following accessible options will be explored and provided as per the approval from committee:

- Academic accommodations: accessible course materials and learning resources that may include note-taking assistance, providing them in alternative formats like Braille, audio recordings or electronic text, captioning of videos, assistive technologies etc.
- Inclusive Mobility Infrastructure: accessible infrastructure within the university campus, including accessible buildings, pathways, restrooms, and transportation facilities.
- Accessible Curriculum, Teaching and Learning Systems: Delivering the curriculum in accessible formats and providing flexibility in teaching methods to cater to the diverse needs of students with disabilities.
- Accessible Assessment and Examination Systems: This may include providing alternative assessment methods, extended time, breaks during exams, scribes, or readers.

Overall, AMITY's comprehensive education support center for individuals with disabilities is committed to providing the necessary resources, support, and accommodations to ensure equal opportunities and success for all students, regardless of their disabilities.